

SINGLE REQUEST FOR RECORDS DESTRUCTION OR TRANSFER



**Arizona State Library, Archives and Public Records
RECORDS MANAGEMENT DIVISION
1919 West Jefferson Street
Phoenix, Arizona 85009
Phone: 602-542-3741 Fax: 602-542-3890
E-mail: rmd@lib.az.us**

CONTROL NO.

For RMD use only.

<input type="checkbox"/> STATE AGENCY	POLITICAL SUBDIVISION <input type="checkbox"/>		DATE
AGENCY NAME		ORGANIZATIONAL UNIT	PHONE
ADDRESS		CITY	AZ ZIP

LIST RECORDS TO BE DESTROYED OR TRANSFERRED

CODE Provided by ASLAPR	RECORD SERIES	DATES COVERED		ESTIMATED VOLUME *
		FROM	THRU	

HISTORY & ARCHIVES COMMENTS

RECORDS MANAGEMENT COMMENTS

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AUTHORIZATION

CODE	A – Transfer to Arizona State Library, Archives and public Records.
	B – Continue to hold until _____.
	C – Transfer to _____.
	D – Destroy so as to render unusable.

AUTHORIZED/APPROVED BY

X

Director, Arizona State Library, Archives and Public Records

DATE _____

CERTIFICATE

<input type="checkbox"/> The above records have been DESTROYED so as to render them totally useless. <input type="checkbox"/> The above records were TRANSFERRED per direction.	
BY (NAME)	TITLE
SIGNATURE X	DATE

*** Volume of paper records is estimated in cubic feet to the nearest whole number. Volume of digital records may be stated by the estimated memory volume it consumes.**

INSTRUCTIONS

1. **DO NOT MAKE ANY ENTRIES IN THE SHADED AREAS.**
2. Complete the identification section with the date, official agency name, organizational unit or office name, address, phone and zip.
3. The individual assigned with the duty of custodian for the records listed must sign the request. The name of that individual must be entered in the "Submitted by" area.
4. List the "Record Series" to be destroyed using the name of the series and a brief description if necessary.
5. Enter the earliest date of the records in the "From" column and the date of the latest records in the "Thru" column.
6. Estimate the volume of paper records in cubic feet:
 - *One letter size file drawer = 1.5 cu. ft.*
 - *One legal size file drawer = 2 .0 cu. ft.*
7. **STOP**.. Send the form to the Records Management Division. The Director of the Arizona State Library, Archives and Public Records will provide authorization using a code placed in the "Code " column beside each record series listed. Following approval by the Director, Arizona State Library, Archives and Public Records, the Records Management Division will return the single request to the requester for certification of destruction.
8. Destruction shall take place within 60 days of the approval date. Following destruction of the records, complete the bottom of the form with the name of the person who actually destroyed or witnessed the destruction, his/her signature and the date the records were actually destroyed.
9. Send the completed form to the Records Management Division. Retain a copy in your office for two years.